



P.O. BOX 1005, BRIGHAM CITY, UTAH 84302

# APPLICATION FOR SUBDIVISION

Date: \_\_\_\_\_ Application #: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Receipt # \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_

LOCATION/ADDRESS OF PROPERTY: \_\_\_\_\_

PRELIMINARY PLAN

FINAL PLAT

AMENDMENT

OTHER

## PLEASE EXPLAIN AND GIVE THE APPLICANT THE FOLLOWING:

1. SUBDIVISION SUBMITTAL REVIEW CHECKLIST.
2. THE FEE SCHEDULE (INCLUDED ON CHECKLIST)
3. NOTARY PAGE
4. DEVELOPER NOTIFICATION

NAME OF SUBDIVIDER/APPLICANT: \_\_\_\_\_

CONTACT INFO: ADDRESS: \_\_\_\_\_ PHONE# \_\_\_\_\_ ALT PHONE# \_\_\_\_\_

EMAIL \_\_\_\_\_

ENGINEER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

## LEGAL DESCRIPTION:

## INFORMATION ABOUT THE SUBDIVISION

1. What is the parcel size? \_\_\_\_\_
2. What is the number of lots: \_\_\_\_\_
3. Right-of-way of existing access road(s): \_\_\_\_\_
4. Do lots fronting on any existing roads require programmed widening? \_\_\_\_\_
5. The zone in which this subdivision is located is \_\_\_\_\_
6. Required lot area is \_\_\_\_\_. Required width is \_\_\_\_\_.
7. Area of smallest lot is \_\_\_\_\_. Width of smallest lot is \_\_\_\_\_.
8. Percent grade of the steepest proposed street is \_\_\_\_\_.
9. Water system that will serve this subdivision is  
Public \_\_\_\_\_ Private \_\_\_\_\_.
10. Size of the existing water main is \_\_\_\_\_.
11. Is this one phase or a larger project? \_\_\_\_\_ Yes \_\_\_\_\_ No.

My Commission Expires:





**COMMUNITY DEVELOPMENT DEPARTMENT  
SUBDIVISION SUBMITTAL REVIEW CHECKLIST**

**Project Name** \_\_\_\_\_

**Project Address** \_\_\_\_\_

**Item #** \_\_\_\_\_

**SUBMITTAL FOR STAFF REVIEW** (Please submit the following items)

- ☐ **Completed signed application.**
- ☐ **Twelve (12) copies (24" X 36") of the preliminary/final plat and twelve (12) copies (11" x 17") based on the following Brigham City Ordinances: (Reference Page 2)**
  - Chapter 25.06.030. Drawing Requirements
  - Chapter 25.06.040. Supporting Documents Required
  - Chapter 25.06.050. Summary Statement of Proposal
- ☐ **Payment of a Subdivision Application fee based on Resolution 04-42.**

**SECTION 3:** Land use fees shall be established from the following Community Development Fee Schedule:

COMMUNITY DEVELOPMENT FEE SCHEDULE	
Subdivision: Preliminary Plat, Vacation	\$250 <sup>a</sup>
Subdivision: LTTL, Planned Unit Development (PUD), Amendment, Final Plat	\$500 for up to 5 lots. Add \$10 per lot for each lot over 5. <sup>ab</sup>
Rezone, Board of Adjustment, Street Vacation, Lot Alteration (to 1892 plat only), Planned Unit Development (PUD) non-subdivision	\$250 <sup>ab</sup>
Zoning Administrator Determination: Conditional Use, Design Review, Board of Adjustment	\$50 <sup>a</sup>
Planning Commission Determination: Conditional Use, Design Review	\$250 for projects 1 acre and less, plus \$50 for each additional acre <sup>a</sup>
<sup>a</sup> This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour). <sup>ab</sup> Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost. A financial guarantee shall be made to the City through an escrow agreement, cash deposit or payment bond in the amount of \$500 (due at the time of application). Upon final completion of the project, this guarantee will be refunded to the applicant upon final approval of the City and payment of the final engineering bill.	

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



### **25.06.030. Drawing Requirements.**

The accuracy of location of alignments, boundaries, and monuments shall be certified by a registered land surveyor licensed to do such work in the state of Utah. A workmanlike execution of the Plat shall be made in every detail. A poorly drawn or illegible Plat is sufficient cause for rejection. The following data shall be submitted as part of the Preliminary Plat submission:

- A. A vicinity sketch showing perimeter outline of the plan, accesses, abutting subdivision outlines and names, and other relevant information within a one-half (1/2) mile distance of the perimeter of the proposed plat.
- B. A traverse map of the (monumented, see 25.07.050) perimeter of the proposed subdivision. The traverse shall have an error of closure of not greater than one part in 10,000. Survey tie into the state grid or other permanent marker established by the County surveyor is required, if practical.
- C. The existing contours at two (2) foot intervals for predominant ground slopes within the tract between level and five percent (5%) grade and five foot (5') contours for predominant ground slopes within the tract over five percent (5%) grade. Elevations shall be based on National Geodetic Survey sea level data. In cases of predominately level topography throughout a subdivision, one foot (1') interval contours may be required.
- D. Lot and street layout.
- E. Dimensions of all lots to nearest foot (which may be scaled values).
- F. Total acreage of entire proposed subdivision.
- G. Lots and blocks numbered consecutively.
- H. Locations and identification of all existing and proposed public and private easements.
- I. Existing and proposed street names.
- J. Street profiles to show proposed grades.
- K. The Plat shall be drawn to a scale not less than one (1") inch equals one hundred (100') feet, and shall indicate the basis of bearings, true north point, name of subdivision, name of municipality, township, range, section, and quarter section, block and lot number of the property under consideration.
- L. General location in the subdivision area of trees over six inches (6") in diameter, measured at four and one-half (4 1/2) feet above the ground. In cases of heavily wooded areas, indication of the outline of wooded area and location of trees which are to remain. It is the intent of this requirement to determine the approximate location of trees for design evaluation rather than to require unnecessary surveying of exact tree location.
- M. An affidavit that the applicant is the owner, the equitable owner, or authorized by the owner in writing to make application for the land proposed to be subdivided.
- N. Sites, if any, to be reserved or dedicated for parks, playgrounds, schools, or other public uses.
- O. Sites, if any, for multi-family dwellings, shopping centers, community facilities, industry, or other uses, exclusive of single-family dwellings.
- P. Location, function, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use.

### **25.06.040. Supporting Documents Required.**

The following shall accompany and be a part of the submission:

- A. Three (3) copies of the Sewage Disposal Report (Appendix B) where on-lot sewage treatment is proposed.
- B. A Location and Vicinity Map showing the following:
  1. Related existing and planned streets and highway systems.
  2. Subdivision boundary lines.
  3. Zoning districts, taxing districts and other special districts, if any.
  4. Water sources.
  5. Significant vegetation patterns.
- C. A map at a suitable scale showing the following:
  1. Proposed future street layout in dashed line for any portion or parcel of the plan which is not being subdivided at the present time.
  2. Water courses and proposed storm water drainage systems including culverts, water areas, streams, areas subject to occasional flooding, marshy areas or swamps. (Note: Detailed design of drainage structures is not required for a preliminary plat).
  3. Approximate boundaries of areas subject to inundation or storm water overflows of an intensity estimated to occur with a return frequency of once every hundred (100) years.
  4. Existing buildings, other easements, telephone lines, gas lines, power lines, and other features located on the subdivision and within two hundred (200) feet of its boundaries.
  5. A composite utility easement plan showing location, size and proposed use of all easements. All utilities must be constructed within approved easements.
  6. The substance of all other covenants, grants of easements or restrictions to be imposed upon the use of the land, buildings, and structures.
- D. Geologic maps and investigation reports regarding area suitability for the proposed development.
- E. Soil type maps and tables of soil type interpretations based on the National Cooperative Soils Survey, U.S. Department of Agriculture, Soil Conservation Service, provided by Soil Conservation District.
- F. A letter from each utility company involved, addressed to the Planning Commission, stating that they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements.

### **25.06.050. Summary Statement of Proposal.**

A summary statement to be submitted shall include:

- A. Total development area, and number of proposed dwelling units.
- B. Total number of square feet in nonresidential floor space.
- C. Total number of off-street parking spaces, including those associated with a single-family residential development.
- D. Estimated number of gallons per day of water system requirements where distribution system is proposed.
- E. Estimated number of gallons per day of sewage to be treated, where central sewage treatment facility is proposed.
- F. Estimated construction cost and proposed method of financing of the streets and related facilities; water distribution system; sewage collection system; storm drainage facilities; and such other utilities as may be necessary.
- G. Survey notes of subdivision perimeter survey and copies of all monument records.



## DEVELOPER NOTIFICATION

Utah State Code 54-3-27(5) A subdivision plat that includes a public utility easement may not be recorded unless the subdivider has provided the municipality or county with proof that each public utility as identified by the municipality or county as holding an interest in the public utility easement has, as a courtesy, been notified at least 14 calendar days prior to recording.

Said Developer, \_\_\_\_\_ does hereby certify that the following public utilities were notified for the following proposed subdivision:

\_\_\_\_\_

Developer \_\_\_\_\_

Date \_\_\_\_\_

STATE OF UTAH )

COUNTY OF \_\_\_\_\_ )

§

On the \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_ personally appeared before me, \_\_\_\_\_ the signer(s) of the within instrument who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public

Residing in: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Brigham City Corp.

\_\_\_\_\_  
Authorized Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Co. (Qwest)

\_\_\_\_\_  
Authorized Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gas Co. (Questar)

\_\_\_\_\_  
Authorized Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cable Co. (Comcast)

\_\_\_\_\_  
Authorized Signature\*

\_\_\_\_\_  
Date

\* Or copy of Letter sent to the organization and any response from the utility.

**Contact List:**

**Phone #**

**Fax #**

**Address**

Brigham City Corp.

435-734-6619

435-723-8132

20 N. Main Brigham City, UT 84302

Comcast Cable

801-401-3250

801-401-3290

9602 S. 300 W. Sandy, UT 84070

Questar

801-621-3262

801-395-6719

2974 Washington Blvd. Ogden, UT 84401

Qwest

800-244-1111

801-626-5303

431 26th St. Ogden, UT 84401